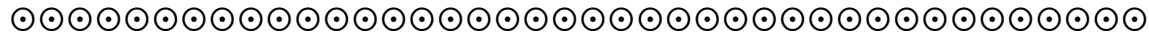


## INSTRUCTIONS FOR COMPLETING INDIANA CPS REQUEST2/3/2010

The request is not considered accepted until all information is completed and correct. Forms will be returned for corrections when any of the below instructions are not followed or the request is not on the appropriate form.



Indiana does not complete CPS request on children in the home because they are wards of the state and under the supervision of DCS or those children who are pre adoptive placements when the CPS check is being done for their adoption finalization.



Notice to CPS searches generated by requestors outside of Indiana or for those requests done for adoptive homes, please note-you must know your search period requirements! **If for any reason a search period includes years prior to 1998, do not send the request to central office.** DCS Central Office is located on W. Washington Street in Indianapolis, Indiana. The fax number to central office is 317-234-4633 and the following staff members are located in Central Office; Dan Dunbar, Cindy Hewett, Scott Hood, Vonda Ramsey or Regina Ashley. If the search period is prior to or includes years prior to 1998, the request **MUST** be sent to the local DCS office in the county the applicant resided during that time period.

Go to <http://www.in.gov/dcs/2372.htm> for mailing address, fax and phone number to each of the 92 county offices within Indiana



**Section 1-** This section is to be completed by **the agency making the request**, not the applicant themselves.

- **Question 1**-Provide the applicant's first, middle and last name as it appears on official documents such as birth certificate or driver's license.

I will be using myself as an example on this question on Question 5/Section 2 because this is always a problem area on how to file these two question out. My current driver's license indicates my name is Cindy (First) R.(Middle) Hewett (Last)

- **Question 2**-The date the requesting agency completed section 1 of this form
- **Question 3**-Mark the appropriate box or boxes for the reason(s) the applicant is having this CPS check completed at this time. Mark all boxes that apply to the applicant at this time.

**Foster Care**-Is the applicant living in a home that is applying to be a licensed foster home or is the home being relicensed as a foster family home?

**Adoption**-Is the applicant living in a home that is having a homestudy for a pre adoptive placement, adoptive placement or adoption finalization?

**Guardianship**-Is the applicant living in a home that a court ordered guardianship for a child may be awarded to a household member?

**Employment**-Is the applicant applying to work or working for an employer that is required by law and/or policy to complete a CPS search as a term of employment with that employer?

**Unlicensed Placement**-Is the applicant living in a home that a child may be placed to live with a relative that also resides in the same home as the applicant?

**Other**-If none of the above applies, mark “Other” **and** complete the blank

- **Question 4**-Mark the appropriate box of the applicant’s category

**Applicant/licensee**- this is the person that will have their name on the foster home license, will the adoptive parent of a child once the adoption is finalized, the adult relative care taker if a child is placed in an unlicensed relative placement or the person that will have legal guardianship in a court ordered guardianship.

**Household Members**-This is anyone else that lives in the household that does not meet the definition of Applicant/licensee above for foster home license, adoption, unlicensed relative placement or guardianship.

**Volunteer/Intern**-This is a person who will work at a location or with a group and is not be paid such as Boys and Girls Club or Boy Scouts or Girl Scouts of America

**Employee**-This is a person that is paid to work somewhere and is required by terms of employment to have a CPS check.

**Other**-This is anyone that does not meet one of the other categories in this question. **Complete the blank** with a short explanation.

- **Question 5**-Mark one appropriate box indicating the type of organization that is requesting this CPS request on this applicant. Also, complete the blank with the requesting organization’s name.
- **Question 6**-Print or type the contact person name within the requesting organization. This is the person the completed request will be addressed to upon returning.
- **Question 7**-Print or type the name of the requesting organization.
- **Question 8**-Print or type the phone number (include area code) that the person indicated in question 6 can be reached
- **Question 9**-Print or type a complete mailing address of the requesting organization.

- **Question 10**-Print or type the fax number (include area code) to return the completed request. Do not provide a number that is also a phone that must be switched to fax manually.
- **Question 11**-Print or type the complete e-mail address of the person listed in question 6.

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**Section 2**-This is to be **completed by the applicant** or the parent or guardian if the applicant is a minor.

- **Question 1**-Provide the **name of each Indiana county(ies)** that the applicant lived during the search period or beginning Jan 1, 1998 whichever of these two dates are the earlier. With each county name, **provide a beginning and ending years for residency** within that individual county. Provide residency information through the current residence. If an applicant has resided in the same county the entire period requested, provide the county name and the begin date and indicate the end date as “current” or “present”.

If college student (or anyone else that has two addresses in different counties at the same time) has permanent address and college address, provide information on both and explain why there is two counties of residence for same time period.

Again, let me use myself as an example. I lived in Delaware County, Indiana until I was 22 years old. In 1987 I moved to Marion County, Indiana and lived there until 1988. In 1988 I moved to Hendricks County, Indiana and resided there until 1994. From 1994 until 1998 I lived in Marion County again. In 1998 I moved back to Hendricks County Indiana and still reside there currently.

If my search period was the last five years (which is very common) I would need to provide all Indiana counties I had resided with the dates of each county of residency beginning Jan 1, 1998 (this is the earlier of the two dates). The correct response is Jan 1, 1998 – May 1998, Marion County and May 1998-present, Hendricks County.

If my search period was back to my 18<sup>th</sup> birthday, the correct response would be 1982-1987, Delaware county; 1987 – 1988, Marion County; 1988 – 1994 Hendricks County; 1994-1998, Marion County; and 1998 to present, Hendricks County. I would also have to send the request form directly to the county local DCS office in Delaware County, Marion County and Hendricks County instead of DCS Central Office. The search years after Jan 1 1998 can be completed by any local DCS office at the same time they search years prior to 1998.

- **Question 2**-The applicant should sign their name or if a minor applicant the parent or guardian should sign for the applicant
- **Question 3**- The applicant or parent/guardian upon signing #2 should provide the date in # 3. **NOTE**-this signature is only good for the next 60 days.

- **Question 4**-The person that signed in question 2 should print their name as it is signed
- **Question 5**-Provide any other names ever used for the applicant. This will include names prior to an adoption, maiden names, previous married names, nick names or a combination of any of the above. **Do not leave this question blank. If there is no other names used beside the first, middle and last name written in question 1/section 1, write in this question “no other names used”.** The form will be returned if these instructions are not followed exactly. Please indicate if the name provided in the answer is a first, middle, last or nickname. Again, I will be using myself as an example of how this question should be completed. Here are examples of names I have used throughout my life that are not listed in Question 1/Section 1. My birth certificate indicates my name is Cindy Renee Cooper. I also used Cindy R. Cooper during this period of time. My previous married name is Cindy Renee Copeland. I also used Cindy R. Copeland during this time. I was married a second time and during that time I used Cindy R. Copeland-Hewett, Cindy Renee Copeland-Hewett, and Cindy Copeland Hewett. I have since began using Cindy R. Hewett as my current drivers license indicates but some items still refer to me as Cindy Renee Hewett. If my given name a birth would have been Cynthia instead of Cindy but I had used Cindy as well as Cynthia, this would also have to be listed in the combinations. So all those names I have indicated above except what is in Question 1/Section 1 should be listed in this answer.
- **Question 6**-Provide the applicant’s date of birth
- **Question 7**-Provide the applicant’s race
- **Question 8**-Mark the appropriate box for the applicant’s gender.
- **Question 9**-Provide the applicant’s current residential address, include city, state and zip code
- **Question 10**- Provide the Social Security number of the applicant. In addition if the applicant has ever had a different social security number at any time or under any other name, also provide that number here. If for some reason, if a minor does not yet have a social security number assigned, indicate in the answer “pending”. If the applicant does not have a social security number of any other reason, provide an explanation of why in this space.

**Fax the completed request to the appropriate county DCS office or when all periods of search are after 1998, the request can also be completed by DCS Central Office Background check unit. Indicate Attention: Vonda Ramsey and fax to 317-234-4633. You will receive your completed results within 10 working days by fax or e-mail. Do not send duplicate request. After 10 working days, please call Vonda Ramsey at 317-234-5790 if you do not have completed results or if you have not received the form back for corrections.**

**If the form is sent back for corrections and clarifications, the 10 working day processing time does not begin until the day that the request has been received and accepted as complete and accurate.**

If you have any questions, please e-mail them to [background.checkunit@dcs.in.gov](mailto:background.checkunit@dcs.in.gov)